

POSITION DESCRIPTION

Position title:	Residential Boarding Supervisor
Reports to:	Head of Boarding
Classification:	Boarding House Employees Level 2 (commensurate with experience)
Department:	Boarding Staff
Location:	All Souls St Gabriels School
Nature of employment:	Term duration with an average of 50 Hours/fortnight (Permanent Part-time)
Working arrangements:	An average of 2 nights per week and alternate weekends (Rostered) -plus as required to cover absences.

About All Souls St Gabriel's School

All Souls St Gabriels School (ASSG) is an Independent, Co-educational, Pre-Prep to Year 12, day and boarding school in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is in Charters Towers, 130km west of Townsville. Charters Towers is an educational hub hosting several well-established boarding Schools.

We are a school who actively promote child safe standards and are committed to upholding the safety and welfare of our young people as required under Child Safe Organisation Act 2024.

About the role

The School seeks to employ a suitably qualified Relief Residential Boarding Supervisor. The Residential Boarding Supervisor is responsible for the safety and wellbeing of all boarding students in their care outside regular school hours. They will work closely with the Pastoral Care Team to ensure a team approach to student wellbeing is maintained.

The position requires a person who can provide the commitment and support needed to promote the School as a quality educational centre for young men and women. In this position, you will play a major role in providing support to multiple teams. While your main duties are listed in the document below, it is expected that you will take an active role in promoting the School and supporting staff, students, parents and volunteers.



What you will do

Main Objectives

- Professional duties
- Pastoral care of students
- Developing and maintaining positive relationships
- Effective and efficient administration
- Meet workplace Health and Safety obligations

Professional Duties

- Provide quality Pastoral Care and Discipline of boarders
- Ensure students are safe physically, emotionally and mentally at all times
- Know and document the whereabouts of all boarders in your direct care
- Understand and adhere to the Leave Procedure
- Ensure students are aware of procedures, expectations and any subsequent changes
- Take a proactive, positive approach to ensure student wellbeing is a priority
- Carry out appropriate actions to ensure the safety for all within the boarding community
- Give students the opportunity to express concerns and issues in a safe and private manner
- Provide appropriate support and actions to ensure that concerns are addressed with empathy, care and diligence
- Attend Chapel, Lady Day and All Souls Day services and dinner when on duty
- Drive School vehicles including buses as/where required (LR license highly desirable)

Pastoral Care of Students

- Take responsibility for the pastoral needs of students in the boarding community
- Liaise with parents, Head of Boarding, Senior Resident, fellow Relief Boarding Staff, Pastoral Care Coordinators, Clinic Staff and Dean of Students regarding the pastoral needs of students
- Refer matters of concern in relation to students to the most appropriate person (refer above)
- Build rapport with individual students
- Support the growth of self-esteem in each student
- Identify personal issues which may be impacting on the growth and development of each student
- Support the School's Pastoral Care program
- Support student leaders (Seniors) in their role as mentors
- Reinforce positive and respectful behaviours in students
- Qualifications in Child Welfare highly desirable



What you will do

Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of the School team in a range of school activities
- Exercise effective communication skills with students, colleagues, parents, guardians, and others
- Establish positive and effective relationships with staff and students, and encourage in them, a positive and appropriate sense of self-worth
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues and the School
- Communicate information appropriately, when necessary, in the interests and wellbeing of the All Souls St Gabriels School community

Effective and Efficient Administration

- Complete administrative tasks accurately
- Maintain appropriate roles and records
- Record all distribution of medication. Ensure safe, secure processes are adhered to with regard to student Health and Safety, and, medical and dental issues
- Provide Senior Residents with information regarding individual students that will assist them when preparing accurate and informative End of Term/Semester Reports
- Model high standards of punctuality, dress, language and other standards and expectations in the School
- Encourage an understanding of and support the Christian practices and values of the School
- Develop and maintain effective professional partnerships with other staff
- Attend staff briefings as required

Meet workplace Health and Safety Obligations

- Strong understanding of the principles of Workplace Health & Safety (WH&S) as they apply in the School
- Ensure compliance with the School Workplace Health & Safety policy and all All Souls St Gabriels School policies with specific focus on reporting and documenting of any WH&S situations.



Our ideal candidate

Personal Skills and Attributes

- Demonstrate a strong commitment to the ethos of All Souls St Gabriels School
- Be proactive about the needs of students
- Have a high degree of competence and be well organised
- Demonstrate a high degree of flexibility in his/her approach, to dealing with students and parents
- Be able to work collaboratively and build positive relationships
- Be prepared to undertake additional professional development

Mandatory

- ICT/Computer literacy
- Current Qld Blue Card (or ability to obtain)
- First Aid Certificate (or ability to obtain)

Desirable

- Drivers Licence (LR Class)